



**MINUTES OF THE REGULAR BUSINESS MEETING OF THE
CIVIL SERVICE COMMISSION
JANUARY 23, 2014**

CALL TO ORDER

The Regular Meeting of the Civil Service Commission was called to order at 5:31 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, January 23, 2014.

ROLL CALL

COMMISSION MEMBERS PRESENT: *Raphael Courtney*, Chairperson
 Leslie Coyote, Vice-Chairperson
 Alyssa Graham, Commissioner
 Fred Puhn, Commissioner
 William Sendt, Commissioner

COMMISSION MEMBERS ABSENT: None

STAFF PRESENT: *Stacey Stevenson*, Director of Administrative Services
 Lilia Muñoz, Human Resources Analyst

REPRESENTATIVES PRESENT: None

SALUTE TO THE FLAG

Vice-Chairperson Coyote led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

APPROVAL OF MINUTES

Regular Meeting of November 14, 2013
Special Meeting of December 2, 2013

Action: Motion made by Courtney, seconded by Puhn, and unanimously carried to approve the regular meeting minutes of November 14, 2013 and the special meeting minutes of December 2, 2013.

REPORTS FOR FILE

Personnel Report Report of Vacancies

Action: Motion made by Graham, seconded by Coyote, and unanimously carried to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Procedural Rules for Hearings

Director Stacey Stevenson provided the Commission a background of the request to create the Procedural Rules for Hearings. Discussion ensued and Director Stacey Stevenson answered questions from the Commission.

Action: Motion made by Sendt, seconded by Puhn, and unanimously carried to approve the Procedural Rules for Hearings. Commissioner Puhn requested that the procedures be somehow referred in the bylaws. Director Stacey Stevenson said she would give it some thought on how to connect procedures with bylaws, and would bring it back to them at their next meeting.

STAFF COMMENTS

Director Stacey Stevenson informed the Commission that the three-year operating plan document of the district sales tax expiring in September 2016 was presented to the City Council at their first meeting of the year, and will be available on the City's website. She provided them an overview of the plan document.

COMMISSIONER COMMENTS

Chairperson Courtney reminded staff of Elections. Director Stacey Stevenson responded that we would put them on their next agenda. Vice-Chairperson Coyote requested to have the schedule of the meetings for the year. Director Stacey Stevenson responded that we would send it out.

ADJOURNMENT

Action: Motion made by Coyote, seconded by Graham, and unanimously carried to adjourn the regular meeting at 6:19 p.m., Thursday, January 23, 2014, to the next regular meeting of the Civil Service Commission on Thursday, March 13, 2014, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.



CHAIRPERSON



DATE APPROVED

Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.